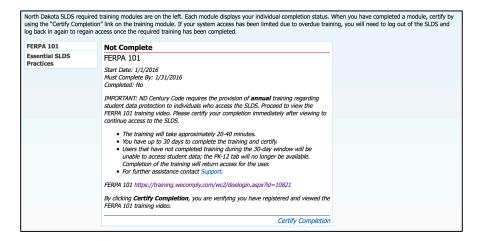
SLDS Annual FERPA Training

After logging into the SLDS, the following will display.

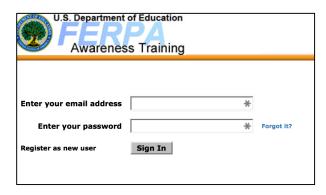
ND SLDS Required Training The required FERPA training is available, and must be completed within 45 days to continue using the North Dakota SLDS. Click here to complete the training modules: FERPA 101 and Essential SLDS Practices

Select Click Here



2. Select the FERPA 101 link and then select the url in the dialog box:

https://training.wecomply.com/wc2/doelogin.aspx?id=10821



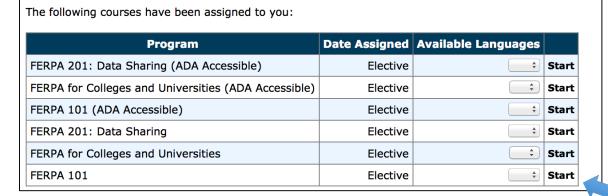
- 3. If you **completed** this training during the 2015-16 school year, enter in your email address and password. Select>Sign In
 - a. If you have forgotten your password, select Forgot It, enter in your email, submit and your password will be emailed to you.
 - b. Sign In once you receive your forgotten password.
 - c. Move to Step 6, skipping steps 4 and 5 to continue on with the training.

4. If you **did not complete** this training during the during the 2015-16 school year, select Register as new user. The E-mail entered should be your Profile email, found in the SLDS>select your name and then SLDS User Settings.



- 5. Enter in a Password and Confirm the password. For security reasons, create a new password for this site. Do not use an existing password. Submit.
- 6. Once you have submitted, select the FERPA 101 training from the list by selecting **Review (to take this course again)** or **Start (those new to the SLDS)** on the right within the **FERPA 101** training. You are required to complete or take this course again, **FERPA 101**, to complete this module.

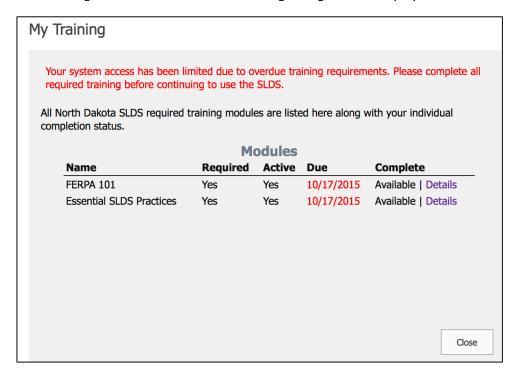




- 7. Start the **FERPA 101** training module and take the quiz at the end.
- 8. A certificate is available to print for your records at completion of the training. Close the window after completion of the quiz or after printing the certificate.
- 9. Return to the SLDS to Certify Completion.
- 10. Select the **Certify Completion** for the FERPA 101 training. Click **OK** to verify completion.
- 11. To complete the next module requirement, select the **Essential SLDS Practices** from My Training Details.
- 12. Select the link: Essential SLDS Practices from the dialog box.
- 13. Once you have read the Essential SLDS Practices document, return to My Training Details.
- 14. Select the Certify Completion for the Essential SLDS Practices. Click OK to verify completion.

You have now completed the annual training.

**Users that have not completed training during the 30-day window will be unable to access student data; the PK-12 tab will no longer be available and the following dialog box will display.



Completion of the training will return access for the user. Logging out and logging back in will trigger the PK-12 tab to display. Contact the EduTech Help Desk for assistance if needed.